

# ROSEMEAD HIGH SCHOOL

2020-2021



SINCERITY-HONOR-TOLERANCE-SERVICE



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**Rosemead High School**  
9063 E. Mission Dr., Rosemead, California 91770  
Tel. No. (626) 286-3141

**ADMINISTRATION**

Dr. Brian Bristol	<i>Principal</i>
Jose Relson Banas	<i>Assistant Principal of Instruction</i>
Laura Sanchez	<i>Assistant Principal of Student Services</i>
Sarah Penalora	<i>Assistant Principal of Student Affairs</i>

**ACADEMIC COUNSELORS**

Office Hours: Monday-Friday 7:30 a.m. – 3:05 p.m.  
(Counselors are assigned by last name of students)

Student's Last Name	Academic Counselor	Contact Number
A – Garcia, R	Mrs. Perla Lopez	(626) 286-3141 Ext. 2851
Garcia, S – Ma	Mrs. Elaine Rodriguez	(626) 286-3141 Ext. 2852
Mac – Rosales	Ms. Laura Farris	(626) 286-3141 Ext. 2853
Rosas - Z	Ms. Uyen Nguyen	(626) 286-3141 Ext. 2854

**ACADEMIC AND NON-ACADEMIC SUPPORT STAFF**

Name	Role
Erica Palmer	<i>Child Welfare &amp; Attendance Coordinator</i>
Brenda Magana	<i>College &amp; Career Coordinator</i>
Alexi Adams	<i>School Psychologist</i>
Tiffany Applewhite, RN	<i>School Nurse</i>
Karrie Hensley	<i>Instructional Coach/TTL</i>
Sandy Beerman	<i>Librarian</i>
Ana Ieng	<i>EL TOSA</i>
Jessica Lopez	<i>Comprehensive Student Support Coordinator</i>
Deputy Julian Ayon	<i>School Resource Officer</i>
Vanessa Verduzco Salazar	<i>Community Liaison</i>
Angelica Esqueda	<i>Categorical Program Assistant</i>
Maribel Cedillo	<i>Language Assessment Assistant</i>
Sean Bannister	<i>Site Technology Specialist</i>
Adrianna Ortega	<i>PREP Coordinator, Learn LA</i>



# The Panther Way

## Vision Statement

The VISION of Rosemead High School is to empower and nurture all students and staff to be responsible, resilient, respectful, and resourceful individuals who are prepared to achieve their full potential.

## Mission Statement

The MISSION of Rosemead High School is to create a community that empowers and nurtures ALL students by providing equitable support for academic and socio-emotional learning; therefore, graduates of RHS will be responsible, resilient, respectful, and resourceful individuals who are prepared to achieve their college and career goals in our global society.

## Schoolwide Learner Outcomes

*Rosemead High School students will be:*

**R**ESPONSIBLE  
for their choices and actions.

**R**ESILIENT  
when facing challenges as they pursue their college and career goals.

**R**ESPECTFUL  
of all members of our global society.

**R**ESOURCEFUL  
problem solvers who creatively apply critical thinking skills.

## PRINCIPAL'S MESSAGE

Dr. Brian Bristol  
Principal, Rosemead High School



"Welcome to Rosemead High School! We are one of the top high schools in the state. Rosemead High School is an award-winning Gold Ribbon, Title I Achieving School and a U.S. News and World Report Silver Medal Winner for the past six years. At Rosemead, we maintain the highest commitment to preparing students to have the knowledge, skills, integrity, and character necessary to become successful and productive people. Students, staff, parents, and community work together to provide world-class programs that offer opportunities for students to compete at the highest levels in academics and co-curricular activities in ways that help each student develop to his/her full potential.

This agenda has been prepared to help you achieve your fullest potential by staying organized and incorporating vital information for your success. Some of these elements are essential tools (calendar, study guide, school rules, etc.) needed to meet the everyday challenges that await you. It is expected that you bring your agenda to school every day and make good use of it. The agenda is also your pass to move around campus.

You are an ambassador to our community, to our country and to our world! Therefore, you are given the opportunity to promote and advocate the excellence of Rosemead High School and the pride of being a PANTHER! Remember our motto: Sincerity, Honor, Tolerance and Service. You are now empowered to shape the future."

## ROSEMEAD HIGH SCHOOL DISCIPLINE POLICY

### PHILOSOPHY

The main purpose of this school is to educate students. This can only be accomplished when students are provided with a safe environment and are able to concentrate on their studies. The philosophy of the teachers and administrators at Rosemead High School can be stated simply:

1. Students behave in ways that encourage teachers to teach.
2. Students behave in ways that encourage each other to learn.
3. Students behave in a manner that is in the best interest of everyone.
4. Students represent our school and uphold its standards honorably, on or off campus, realizing that in society we are not just an individual, but also a symbol of the entire Rosemead High School student Body.

### SCHOOL RULES

1. Students **MUST HAVE** a Rosemead High School student ID card in their possession at all times. **The student ID must be worn with a lanyard.** Student may be issued a detention if found without an ID card.
2. Students must have their student agenda when leaving class to use the restroom or to go to another area of the campus.
3. Students must identify themselves when asked and follow directions from school personnel.
4. Students must not be vulgar, obscene, or profane in speaking, action, writing, or wearing apparel.
5. Students must not use skateboards, skates, bicycles, scooters, or motorized vehicles on school grounds at any time.
6. Students must not bring cameras, video recorders, iPods, MP3 players, speakers or any other item that might disrupt the educational process. Cell phones should not disrupt the educational process. Cell phones and electronic devices used outside of instructional purposes may be confiscated and turned over to the Administrator.
  - a. Any confiscated cell phone or electronic device can be picked-up by a parent/guardian only between 2:00 and 3:00 p.m. on the first offense. Meeting with administrator, parent/guardian and student will be held for more than one offense, and may be subject to further disciplinary action.
7. Rosemead High School **will not be responsible** for any lost or stolen electronic devices, cell phones, skateboards, skates, bicycles, scooters, or motorized vehicles on school grounds at any time.
8. There is no tolerance for fighting, bullying and/or intimidation of students.
9. Students must not possess, use or sell drugs, alcohol, tobacco products or vaping devices on this campus or at any school-related event.
10. Students will comply with the dress code (See student agenda).
11. Students must not gamble.
12. Rosemead High School will not accept the **delivery of flowers or balloons.**
13. Only Rosemead High School Hats may be worn. Anything other than a Rosemead High School Hat will be confiscated.
14. Deliveries of **FOOD** *will not* be accepted. There will not be ordering of food from outside establishments and having it delivered to the school or students. If food is delivered it will be sent back.

### Duties of Pupils – 5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

### Civility on School Grounds – CC 1708.9; EC 32210

Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

### Jurisdiction – EC 44807

School staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

### **SCHOOL CONSEQUENCES** *(One or more of the following may apply)*

<b>1</b>	Warning	<b>7</b>	Restorative Practices if applicable
<b>2</b>	Parent Contact/Conference	<b>8</b>	Alternative Means of correction if applicable
<b>3</b>	Behavior Agreement	<b>9</b>	Alternative School Placement
<b>4</b>	After School Detention	<b>10</b>	Off Campus Suspension
<b>5</b>	Saturday Detention	<b>11</b>	Expulsion
<b>6</b>	School Campus Special Assignment		

### **BEHAVIOR (Alternatives to Suspension): BP/AR 5144**

Rosemead High School strives to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. Our staff believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Failure to serve any assigned consequence will result in more progressive disciplinary action. Students assigned after school detention, or Saturday Detention **must be on time and bring** ID card, schoolwork or reading material. Failure to comply will result in further disciplinary action and the student will not receive credit for attending Saturday school.

### **CLOSED CAMPUS**

#### **Open/Closed (Lunch Passes) BP/AR 5112.5:**

The El Monte Union High School District and its staff are not liable for the conduct and safety of students who leave school grounds during the lunch period. (Education Code 44808.5)

In order to qualify for an off-campus lunch pass, students must be credit current, not have any suspensions within the last 6 months and not be identified as a chronic absentee.

The principal may revoke the open campus privilege to any or all students at any time. Once students arrive on the school grounds, they must remain on campus and stay within the boundaries of the classroom buildings. Students should park their vehicles in the student parking lot (Rosemead Blvd. Parking), proceed onto campus, and not loiter around the cars.

The following areas are OFF LIMITS to students.

1. Faculty Parking Lot (Front of the school – parking lots off of Mission Dr.)
2. Administrative/Visitor Parking Lot (Front of the school – parking lots off of Mission Dr.)
3. Athletic fields and tennis courts
4. All classrooms at lunch unless a teacher or administrator is present to supervise.
5. Student Parking Lot except: (parking lot off of Rosemead Blvd.) Before/after school.
6. Students are to *only* park their cars in the designated parking spot in the Student Parking Lot. Cars must have a current school year parking permit. Valid driver's license, signed parent permission and appropriate insurance coverage (details and forms are in the Activities Office) are needed to obtain RHS parking permit.

### **SEARCH AND SEIZURE**

#### **Search and Seizure - BP/AR 5144.12:**

In order to support a healthy and safe environment for all, searches of students may be conducted as a result of a specific incident. Contraband will be confiscated and provided to law enforcement. Progressive discipline may apply.



Random canine contraband searches may also be conducted on campus. Parents/guardians will be notified if a canine alert is on a student's property. Progressive discipline may apply and law enforcement will be notified as needed.

#### **Search of School Lockers - BP/AR 5144.12:**

School lockers remain the property of EMUHSD, even when assigned to students. The lockers are subject to search whenever the school finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers may result in progressive discipline including loss of locker privileges and notification of law enforcement, when appropriate.

### **ATTENDANCE**

The Compulsory Attendance Law (E.C. 48200) requires that all children ages 6-18 attend school regularly and punctually.

Attendance has a direct relationship to student achievement, grades, and progress towards the mastering of standards. Excessive and unnecessary student absenteeism affects the entire school. When a student is absent, the instructors may provide some of the missed work; however, make-up work cannot adequately substitute for the learning that occurs during class time.

Absences and tardies will not be excused for non-medical/dental appointments (such as hair appointments, vacations, failure to get up in the morning, car trouble, babysitting siblings, missing the bus, etc.) Students who miss three (3) or more days of school because of illness will need a doctor's excuse upon return. Three (3) or more absences and/or three (3) consecutive absences, without a doctor's note, will result in a Saturday School assignment.

#### **Avoiding Absences, Written Excuses**

Rosemead High School urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The school also asks that travel or other absences be avoided during the time school is in session. The higher the school's daily attendance rate, the more a student will learn and the greater the amount of funding that the school will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

#### **Confidential Medical Release - EC 46010.1; BP/AR 5113:**

School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1) The school may require the pupil to provide a copy of the medical professional's appointment verification form.

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

Report to the Attendance Office before 7:30 a.m. In your note, from your parent/guardian, please include your full name, ID number, date and reason for absence. You will be given a re-admit card, which must be signed by each teacher from whose class you have been absent. The Attendance Office is open at 7:00 a.m. **There are no excused tardies for being late to class from the Attendance Office.**

### **TYPES OF ABSENCES**

#### **ABSENCES, EXCUSED - EC 48205**

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, one day in California or three days out of state (Education Code 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

- a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
  9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
  10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
  11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)
    - a. The student's parent/guardian shall provide written consent for the absence.
    - b. The student shall attend at least the minimum school day.
    - c. The student shall be excused from school for this purpose on no more than four days per school month

**OFFICIAL EXCUSED:** (O) An absence due to illness approved by a physician or a court summons with verification. Death of an immediate family member. A pupil absent from school shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, and shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (E.C. 48205).

**PARENT VERIFIED:** (E) An absence due to illness approved by a parent and verified through either written note, fax, phone call or email from parent/guardian. Teachers may use their own discretion in affording opportunity for making up work.

**UNEXCUSED:** (X) An absence which is personal and verified by a parent.

**TRUANCY:** (T) An absence without the knowledge or approval of parent, guardian, or school authorities.

**SUSPENSION:** (S) An absence due to student being involved in violation(s) of any of the listed reasons of the district suspension form.

**FIELD TRIP:** (F) Off campus school approved field trip or on campus school business.

**TARDY:** (L) Arriving to class and/or not being in the assigned seat by the time the tardy bell rings for the period.

### **TARDINESS**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.

### **TRUANCY DEFINITIONS – EC 48260, 48262 and 48263.6:**

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. **Saturday School will be assigned for an absence that is not adequately excused.**

### **RE-ADMIT CARD**

Students who fail to bring a note upon return to school for an absence will have 24 hours from the date of



return to bring a note of verification for the absence. If a note is not presented at the end of the 24-hour period, the absence will be recorded as a TRUANT and the student will be assigned a Saturday detention.

#### **ARREST OF TRUANTS/SCHOOL ATTENDANCE REVIEW BOARDS: EC 48263 and 48264:**

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

#### **CHRONIC ABSENTEEISM - EC 60901:**

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

#### **TARDY/TRUANT POLICY**

Occurrences	Consequence(s)
1 <sup>st</sup> and 2 <sup>nd</sup> Tardy	Warning, counseled by teacher
3 <sup>rd</sup> and 4 <sup>th</sup> Tardy	Teacher assigns one-hour detention
5 <sup>th</sup> Tardy	Teacher assigns two hours of detention
6 <sup>th</sup> Tardy	Saturday detention, referred to counselor
7 <sup>th</sup> and 8 <sup>th</sup> Tardy	Teacher assigns one hour of detention
9 <sup>th</sup> Tardy	Teacher assigns two hours of detention
10 <sup>th</sup> Tardy	Teacher completes Student Referral Form & sends referral to CWA. Saturday detention assigned & mandatory parent conference. Possible SARB Referral.
11+ Tardies	Recycle through the procedures for Tardy #7, 8, 9, & 10

Failure to attend Saturday detention will result in additional consequences and a Parent conference. Excessive tardies, trancies, and/or absences may result in the student and parent being recommended to the School Attendance Review Board (SARB). **An excessive number of absences may result in failure and/or placement in an alternative education program.**

#### **ALTERNATIVE EDUCATION**

EMUHSD offers a variety of voluntary instructional services which include an Opportunity Program (9th-10th), a Continuation Program (11th-12th), Independent Studies, Home Teaching and an Online and Personalized Learning Program (OPL). Please speak to your counselor for further details regarding each service.

#### **LEAVING CAMPUS**

**No student will be permitted to leave campus at any time without permission.** California state law prohibits pupils from leaving the school premises before the regular hour for closing school without an off-campus permit at lunch, being removed by a parent through the Attendance Office or Health Office, or with the written permission of an administrator.

1. If you become ill, report to the Nurse's office.
2. If you need to leave campus for any reason, i.e. doctor or dental appointment, a parent/guardian must come into the Attendance Office to check the student out. **PARENT/GUARDIAN MUST PRESENT IDENTIFICATION**
  - a. You must bring a form from the doctor/dentist verifying this appointment for the absence to be excused.
3. You must have an Off-campus Lunch Permit to be off campus during lunch.
4. In order to qualify for an off-campus permit, you must bring a parent to sign the off-campus permit request at the designated times during the school year.
  - a. Student must be in eleventh or twelfth grade
  - b. Student must be credit current
  - c. Student must have a GPA of 2.5 or higher
  - d. Student must meet all other off campus permit agreement guidelines.
  - e. **Students who leave campus without permission are considered Truant and may be cited for truancy.**

### **SCHOOL VISITING PROCEDURES – EC 51101(a)(12); BP/AR 1250:**

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

#### **Visitor Registration Procedure**

In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

A staff member may accompany visitors/outsideers while they are on school grounds.

In order to minimize disruption to instruction, visits to classrooms will require a 24-hour advanced notice. Meetings with teachers during instructional time are discouraged. The community is encouraged to meet with teachers during non-instructional time (i.e. conference periods or before or after school) when possible.

The principal or designee may refuse to register any outsider. (Penal Code 627.4)

### **DETENTION**

Detention is held in a predetermined classroom on Tuesdays and Thursdays at 2:50 p.m. Students must present their ID when attending detention. Lunch detention may be served M-F in Room 10.

### **SATURDAY SCHOOL DETENTION**

Students **MUST** serve Saturday school assignments issued by the Guidance or Attendance Office. Saturday detention is held in the Cafeteria on assigned Saturdays at 8:00 a.m. **(Be on time, there is NO ADMISSION AFTER 8:00am. Students must have ID and bring schoolwork or reading material.)**

### **TARDY SWEEPS**

Morning sweeps will occur in mornings at 7:49 a.m. Any student who enters campus after 7:49 a.m. will be assigned detention.

### **WEEKLY PROGRESS REPORTS (or Grade Checks)**

If you do not have access to the Internet and *Schoolloop*, you may pick up a Weekly Progress Report. It is your responsibility to pick up your own Weekly Progress Report. Progress Reports are available for pick-up in the Guidance Office on Fridays by 7:45 a.m. Progress reports will be completed by teachers only on Friday.

### **PE/ATHLETICS**

All students enrolled in PE/Athletics are assigned a locker. Students may be asked to purchase their own locks. Rosemead High School is **NOT RESPONSIBLE** for items that are lost or stolen. Rosemead High School administration has the right to open a locker at any given time should a safety concern or reasonable suspicion arise. Student-Athletes participating in a sports team are responsible for meeting with counselors when adding or dropping a sports team.

### **DRESS AND GROOMING**

Your first and most important job is to be a successful student at Rosemead High School. Part of this success includes following school guidelines, including those regarding appropriate school dress. Clothing should be neat, clean and appropriate for school. As guided by the California state law, the Education Code, and the El Monte Union High School Board of Trustees, Rosemead High School's Dress Code is as follows:

1. Shoes must be worn at all times. In some classes (such as science labs, P.E., etc.,) students must wear closed toe shoes for safety purposes.
2. RHS hats, hoods and other head coverings are prohibited, unless sanctioned by the school and bought through the Student Store. RHS hats are not to be altered and are to be worn outdoors, facing forward, only unless for specific religious or medical reasons.
3. Chains, including wallet chains, will not be permitted.
4. Crude or vulgar printing or pictures relating to drugs, tobacco, alcoholic beverages, graffiti, violence or those that are sexually suggestive are not acceptable.

5. No student is allowed to dress in a fashion or manner, or attend class with an appearance that is disruptive to the educational program.
6. Garments must be sufficient to conceal undergarments at all times.
  - a. No tight or revealing clothing.
  - b. No bare midriffs.
  - c. No see-through tops may be worn. No halter tops or bare backs. No muscle shirts. Basketball-type jerseys may only be worn with a t-shirt underneath. Tops worn must cover from underarm to waist.
7. Anything resembling gang attire is prohibited. This includes any apparel, jewelry, emblem, badge, symbol, accessory, manner of grooming, and graffiti written on notebooks, backpacks, etc.
  - a. No military style belts with initials are allowed
  - b. Knee-length shorts are not to be worn with knee-length socks.
  - c. No oversized shirts buttoned at the top are allowed.
  8. Pants must be appropriate for the correct waist size of a student.
  9. No jewelry or accessories that can be used as a weapon are allowed.

**The dress code is subject to periodic review and it will be enforced at all times including off campus school activities.**

### **MEDICAL POLICY AND PROCEDURES**

#### **Sunscreen and Sun-protective Clothing – EC 35183.5:**

Pupils may use sunscreen during the school day without a physician's note or prescription. Students may also use sun-protective clothing, including but not limited to hats that pupils may wear for outdoor use during the school day.

Headwear may not include content which may be perceived by a reasonable person as vulgar or obscene, as eliciting or promoting illegal activity or may not include content which can be interpreted as gang-related.

#### **Medication - EC 49423; BP5141.21**

Our school recognizes that students may need to take prescribed medication during the school day in order to be able to attend school.

In order to take any medication, including over the counter medicines, on campus, an EMUHSD medication administration form must be completed by the student's doctor and the prescription must be checked into the health office in the original medicinal container with the prescription label attached.

The health office will store medication and supervise the administration of prescribed medications. Upon written medical request, school staff may assist the student in monitoring, testing or other treatment of an existing medical condition.

### **DISCIPLINE POLICY**

All students are expected to conduct themselves appropriately at all times. Students may be suspended and/or recommended for expulsion for violations of the California Education Code 48900.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stolen or attempted to steal school or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or sexual battery.

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying.

48900.2 Committed sexual harassment

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence

48900.4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment

48900.7 Made terroristic threats against school officials and/or school property.

State law requires that parents come to the school without delay for a conference regarding the suspension. (Ed Code 48911D5 & 48911F.)

During the term of the suspension/expulsion, the student is the responsibility of, and should be under the supervision of the parent/guardian. The student may not enter any El Monte Union High School District campus or activity at any time without the written consent of an on-site school administrator. Failure to comply with this provision will result in additional disciplinary action and possible prosecution for trespassing as defined in the California Penal Code Section 626.2.

Law classifies laser pointers as dangerous objects. Possession will result in confiscation of object, possible disciplinary action, and parent conference.

#### **Bullying - EC 48900; BP/AR 5131.2:**

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves the repetition or potential of a deliberate act.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the school include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

#### **Dangerous Objects - EC48900:**

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.*, nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others. Possession of such items on school property may result in disciplinary action and the notification of law enforcement.

#### **Electronic Nicotine Delivery Systems (e-cigarettes) – PC 308:**

EMUHSD prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and

Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

**Mandatory Expulsion Violations – EC 48915:**

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive. The school board shall order the student expelled upon finding that the student committed the act.

**Gun-Free School Zone Act – PC 626.9, 30310:**

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

**Camera Surveillance on School Property – PC 647(j):**

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

**Property Damage – EC 48904:**

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

**WARNING:** Rosemead High School reserves the right to utilize law enforcement intervention in any matter, which may be deemed necessary.

**OFFICE OF STUDENT AFFAIRS**

Sarah Penalora, Assistant Principal of Student Affairs

**A. PE/ATHLETICS**

All students enrolled in PE/Athletics are assigned a locker. Rosemead High School is **NOT RESPONSIBLE** for items that are lost or stolen. Rosemead High School administration has the right to open a locker at any given time should a safety concern or reasonable suspicion arise. Students who are enrolled in P.E. classes or Athletics should bring a personal lock (combination or keyed) to secure their locker. Rosemead High School is not responsible for personal locks that are damaged or removed by school personnel due to emergency.

Students who choose to participate in the Athletics program must complete the following *before* she or he may try out for a sport or participate in any RHS Athletic event:

- Athletics Packet, which includes insurance information

- Yearly physical report from a **Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO)**, NOT a Nurse Practitioner (NP) or a Chiropractor

#### B. STUDENT BODY MEMBERSHIP (A.S.B. – Associated Student Body)

Purchase of the ASB Card will entitle students to free admission at all regularly scheduled athletic events, and reduced rates to plays, musicals, dances, rooter buses, and many other activities. **Athletic/CIF playoffs are excluded.** Student body funds help finance the extracurricular program. An Associated Student Body Card (ASB) card may be purchased in the Activities Office.

#### C. CLUBS/SPORTS/PROGRAMS

Rosemead High School provides multiple opportunities for students to develop their leadership and serve their community through various clubs and organizations. RHS also provides a comprehensive Athletics program.

Clubs		
ASB	Drama Club	New Encounter
Academic Decathlon	Ecology Club	NHS
Anime Club	Engineering	P.A.W.S./NAMI
Art Club	Film Club	Penopsis
BAGATHS	Foreign Language Club	Pride Club
CSF	GATE	Red Cross
Class of 2024	Gaming Club	SAGATHS
Class of 2023	Graphic Arts Club	SAVE
Class of 2022	Helping Hands	Science Olympiad
Class of 2021	K-Pop Dance Club	Speak
Chinese Culture Club	Key Club	Speech and Debate
Sports		
Baseball	Boys/Girls Cross Country	Softball
Boys/Girls Soccer	Cheer	Swimming Team
Boys/Girls Tennis	Football	Track Team
Boys/Girls Basketball	Girls Volleyball	Wrestling
Programs		
AVID	Link Crew	Culinary Arts/Panther's Cafe
	Best of Thymes Garden	
VAPA/Publications		
Panther's Post	Pantherama	Instrumental
Band	Vocal	

### OFFICE OF STUDENT SERVICES

Laura Sanchez, Assistant Principal of Student Services

#### A. GUIDANCE AND COUNSELING SERVICES

Guidance and counseling is a continuous process. The Guaranteed Guidance Services Program provides each student with counseling services during the students four years at Rosemead High School.

#### B. WHEN TO SEE AN ACADEMIC COUNSELOR

Students may see academic counselors before school, during lunch, after school or by appointment only in the Guidance Office. Students are not allowed in the Guidance Office without a hall pass from their teacher during class time.

#### 9<sup>th</sup> GRADE

- An initial registration interview for each student
- Parent or student conferences as requested
- A personalized four-year educational plan will be developed and updated by counselor, student, and parent
- Orientation meeting for parents and incoming 9<sup>th</sup> grade students



- Personal counseling as needed
- Registration, scheduling and program adjustments (school initiated)
- Parents can request a special grade check for student progress
- Parents or students can request a referral to an outside agency or other community resource.
- Career Center Opportunities
- Review of A-G graduation requirements for college

#### 10<sup>th</sup> GRADE

- All services provided in 9<sup>th</sup> grade, plus
- Students will participate in the Career Center program
- Parents and students invited to a college information night
- Interpretation of competency and achievement tests
- ALL students will be given: Planning and financial information; opportunity to meet with college representatives
- Pre-college testing information – PSAT, ACT, SAT

#### 11<sup>th</sup> GRADE

- All services provided in the 9<sup>th</sup> and 10<sup>th</sup> grade levels, plus
- Parents and students will be invited to a college information night
- Parents and students will be informed of student's progress toward graduation
- ALL students will be given: Planning and financial information; Opportunity to meet with college representatives; Pre-college testing information -PSAT, SAT, ACT

#### 12<sup>th</sup> GRADE

- All services provided in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade levels, plus
- Parents and students will receive a graduation status report if deficiencies are anticipated
- ALL students will be given: Pre-college testing options; Assistance with applications for financial aid, scholarships, and admissions as necessary
- Options will be outlined to students not planning to attend college
- Financial Aid workshops/Cash for College/FAFSA

### C. SPECIAL PROGRAMS / SERVICE HIGH POTENTIAL PROGRAMS

Alternative programs for gifted and high potential students are encouraged. These offerings may be in the form of advanced placement classes and honors courses in which students can earn an extra grade point for grades of "C" or better. Rio Hondo, Pasadena City College, Bridge and a variety of opportunities made available through universities and colleges. To participate in these programs, students must have the permission of the high school principal or designee, parent, counselor, and/or college dean.

### D. COLLEGE AND CAREER GUIDANCE CENTER

The Career Guidance Center offers services to aid students in preparing for their future. This includes guidance in the areas of college selection, availability of scholarships and job training. The Career Center houses resource materials on careers, colleges, vocational schools and the military. Information is available on the following:

Apprenticeship Information	ROP classes
Financial Aid	College Admission Testing (ACT, SAT)
Armed Services Vocational Aptitude Job (ASVAB)	Scholarships Reasoning and SAT subject tests)
Training Classes Battery	College Catalogs
Military Recruiters	Vocational Schools
Cal Grants	Community College Requirements
Part-time jobs	Work Permits
Cal SOAP	Registration & Fee Waivers for ACT, SAT, Workability
PCC Upward Bound	SAT II and college applications
Cal State Requirements	UC Requirements
Training Classes Battery	College Catalogs

### E. FOUR YEAR PLAN

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English 1	English 2	English 3	English 4
Mathematics	Mathematics	Mathematics	US Government – 1 Sem.
Science	Science	Science	Economics – 1 Sem.
Fine Arts or Foreign Lang	World History	US History	Elective

Health/Elective	Elective	Elective	Elective
PE	PE	PE	Elective

#### F. GRADUATION REQUIREMENTS

Freshmen and Sophomore students are required to enroll in at least six subjects each semester. A sixth class is optional but highly recommended for Junior and Senior students. Credits towards graduation are earned at the rate of five per semester for each course completed with a passing grade. A total of 220 credits are required for graduation, including core/academic requirement.

Subjects	Credits
English	40
Science (Biological and Physical)	20
Mathematics*	20
World History	10
United State History	10
Health	5
Economics	5
US Government	5
Physical Education	20
Fine Arts or Foreign Language	10
Technology/Vocational Education	10
Subtotal	155
Elective Subjects	65
Total Credits	220

#### G. ARE YOU CURRENT CREDIT? \*Must include core classes of: English, Math, Science & Social Science

By the end of the ...	Student must earn...
1 <sup>st</sup> semester 9 <sup>th</sup> grade	30 credits*
2 <sup>nd</sup> semester 9 <sup>th</sup> grade	60 credits*
1 <sup>st</sup> semester 10 <sup>th</sup> grade	90 credits*
2 <sup>nd</sup> semester 10 <sup>th</sup> grade	120 credits*
1 <sup>st</sup> semester 11 <sup>th</sup> grade	145 credits*
2 <sup>nd</sup> semester 11 <sup>th</sup> grade	170 credits*
1 <sup>st</sup> semester 12 <sup>th</sup> grade	195 credits*
2 <sup>nd</sup> semester 12 <sup>th</sup> grade	220 credits*

#### Foster Youth

Students in foster care must have access to the same academic resources, services, and extracurricular and enrichment activities that are available to all students. All educational and school placement decisions, made by the Educational Rights Holder in collaboration with additional parties, must be based on the child's best interests and must consider educational stability and the least restrictive educational setting necessary to achieve academic progress.

The rights of Foster youth include immediate enrollment in their local comprehensive public school even if they do not have required documents, enrollment in the same or equivalent classes as those at their previous school, the ability to receive full or partial credits, and equal participation in school based extracurricular activities. Foster youth who transfer high schools after their second year may qualify for the AB216 Graduation exemption which allows students the opportunity to graduate in four years by completing minimum state graduation requirements. Eligibility for this exemption will be determined within 30 days of enrollment.

### **Homeless Youth**

The McKinney-Vento Homeless Assistance Act ensures educational rights and protection for children/youth who lack a fixed, regular or permanent, and adequate nighttime residence. This might include living with a relative, friend, or someone else due to economic hardship, and living in a temporary shelter, hotel/motel, car, or converted garage.

Homeless youth are allowed educational rights, such as: immediate enrollment, remaining in school of origin, enrollment in local comprehensive school, partial credits, graduation with CA state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities.

For assistance and inquiries, please contact Edith Echeverria, Director of Assessment, Accountability and Family Engagement at 626-444-9005, ext. 9915.

## **OFFICE OF INSTRUCTION**

Jose Relson L Bañas, Assistant Principal of Instruction

## **PROGRAMS and ACADEMIC ACTIVITIES**

### **A. ADVANCED PLACEMENT (AP) PROGRAM**

Advanced Placement (AP) is a program that offers college level courses to high school students. Students will have the opportunity to access college level curricula and examination. American colleges and universities may grant placement and **course credit** to students who obtain 3, 4, or 5 scores on the examinations. RHS AP courses obtained an AP designation, which means that these courses were audited by the College Board and it satisfies the AP curriculum. RHS offers the following AP courses: English Language and Composition, English Literature and Composition, Spanish Language and Culture, Spanish Literature and Culture, Chinese Language and Culture, United States Government and Politics, United States History, Macroeconomics, World History, Studio Art Drawing, Studio Art 2D, Biology, Environmental Science, Calculus AB, Calculus BC, and Statistics.

### **B. A-G COURSES**

To be eligible to enter a four-year public college (either the California State University or University of California systems), students must meet a series of course requirements called A through G (A-G). Students must take and pass the A-G course requirements – that is 15 specific high school courses with a grade of C or better. The University of California (UC) and California State University (CSU) require entering freshmen to complete certain courses in high school, commonly known as the "A-G requirements" because of the letter each subject area is assigned.

To receive "A-G" credit, RHS offered courses that are certified through the UC course approval process. To be considered for admission to a UC or CSU, high school students must take a minimum of 15 UC approved college preparatory classes. Students must earn a minimum of a "C" grade in the A-G courses in order for the course to count towards meeting the requirement. To be eligible for admission to a University of California campus, students must also earn a grade point average (GPA) of 3.0 or better in these courses. A barrier is the grade of 'D' for which a student gets credit toward high school graduation but *not toward the A-G requirements*.

### **C. RENAISSANCE**

The Rosemead High School RENAISSANCE program provides meaningful incentives for students who reach specific levels of academic excellence: Platinum, Gold, Silver, Bronze; improve their grade point average (GPA), optimize their school attendance and participation, exhibits consistent citizenship and/or behavior, and volunteer for community service.

### **D. STUDENT OF THE MONTH**

RHS recognizes student achievement every month through the “Student of the Month” luncheon. A department nominates a student who exhibits progress towards his academic journey. The nomination is based on student’s academic or non-academic improvement. Among the nominees, the department chairs vote for one Boy and one Girl, Outstanding Student of the Month. Students, parents, and teachers are invited to join in the luncheon program. During the celebration, teachers share with the group the reason(s) why a student was selected. Through the student incentive funding, we provide lunch, gifts (t-shirt), medals, and certificates to all deserving students.

#### E. AVID

AVID stands for **Advancement Via Individual Determination**. AVID is a college readiness program designed to help students develop the skills they need to be successful in college. The program places special emphasis on increasing writing, critical thinking, teamwork, organization and reading skills.

#### F. INTERVENTION

Providing a Tier 1 and Tier 2 support to all students is part of the implementation plan of the RHS MTSS. For the school year, 2020-2021 the full implementation of this comprehensive intervention program will be on hold. However, RHS will continue to implement the academic intervention to the student who needs additional or targeted intervention. For example, in Mathematics and English, we provide other Mathematics and English support to students who need to master the grade level proficiency in fundamental skills. Students are placed based on the specific criteria set by the Office of Instructions and respective departments.

#### G. ENGLISH LANGUAGE PROGRAM

Rosemead High School thrives on serving our English language learners with a dynamic and comprehensive approach. The goals of our English learner program are to support our English learners so that they can 1) develop English proficiency as rapidly as possible 2) attain a level of English proficiency comparable to native English speakers 3) succeed in meeting California common core state standards and 4) acquire actual college and career readiness. Overcoming the unique challenges of English Learners and at the same time learning the grade-level English content, we provide them with both Designated and Integrated English language development (ELD) to meet the linguistic and academic goals at their grade level.

**Designated ELD** is defined as instruction provided during a time during the regular school day for focused instruction on the state-adopted ELD standards to assist English learners in developing critical English language skills necessary for academic content learning in English. (*California Code of Regulations, Title 5 /5 CCR/*Section 11300[a]) We provide three levels of sequential ELD classes for our newcomer students to develop their English language skills. We also accommodate the specific language needs of our long-term English learners (LTEL) by providing them the Academic Language Development (ALD) course.

**Integrated ELD** is defined as instruction in which the state-adopted ELD standards are used in tandem with state-adopted academic content standards. Integrated ELD includes specifically designed academic instruction in English. (5 CCR Section 11300[c]). Apart from their designated ELD instructional time, English learners benefit from integrated ELD instruction in all their content classes throughout their school days.

Designated and Integrated ELD instruction is a component of Tier 1 Instruction for all English learners under the Multi-Tiered System of Supports. Therefore, regardless of content area and discipline, all teachers and supporting staff share the responsibilities to meet every English learner's needs.

#### H. CAREER TECHNICAL EDUCATION (CTE)

The Vocational Education (Voc. Ed) and Career Technical Education (CTE) are organized educational programs that offer a sequence of course which are directly related to the preparation of students in paid or unpaid employment or emerging occupations. Rosemead High School offers a variety of pathways that prepare students for job and skill certification and career opportunities. The table below illustrates the various industry sector and CTE pathways we offer at Rosemead High School.

SECTOR	Business and Finance (FIN)	Hospitality, Tourism, & Recreation (HOS)	Information & communication Technology (INF)	Arts, Media, & Entertainment (AME)	
PATHWAY	Financial Services	Food Service & Hospitality	Systems Programming	Graphic Design	Stage Technology

Course 1 "Introductory"	Introduction to Business & Finance	-----	Intro. to Systems Programming RHC: CIT111 F / CIT127 S	Intro. to Graphic Design	-----
Course 2 "Concentrator"	Intermediate Financial Services, Management and Business Economic	Intermediate Food Service and Hospitality	Interm. Systems Programming RHC: CIT114 F / CIT172 S	Intermediate Graphic Design	Intermediate Stage Craft
Course 3 "Capstone"	Advanced Financial Services Accounting	Advanced Food Services and Hospitality	Advanced Systems Programming RHC: CIT173&174 F/ CIT 178 S	AP Studio Art:2D Design	Advanced Stage Craft

#### I. DUAL ENROLLMENT in Partnership with Rio Hondo Community College

Rosemead High School is teaming up with Rio Hondo College to provide students with the opportunity to earn FREE college credits and participate in a CTE pathways while earning high school credits at the same time. Students take courses at RHS. Credits are transferable to UCs and CSUs. Textbooks are free and under the Rio Promise, grads can receive FREE two-year tuition and priority registration at Rio Hondo College. The course offerings at RHS include Systems Programming, providing students the opportunity to explore careers in computer technology.

#### J. SCHOOL LOOP

School Loop is an online Internet program that allows students and their parents to see all of the student's daily homework and class assignments and current grades in each class. School Loop also allows students and parents to directly email all teachers, counselors and administrators. Students and parents can register for a School Loop account by going to: <http://rosemeadhs.schoolloop.com>; and clicking on the Register Now button. Parents need their student's ID number to register.

#### K. ACCESS FOR ALL INITIATIVE

We're incredibly excited to announce that we are in our 2nd year of a powerful new instructional learning initiative known as "Access for All", which will encompass all of our 9-12th grade students for the foreseeable future. Education within the 21st century demands that our students communicate, collaborate, create, and apply critical thinking skills, all within an ever-expanding digital learning environment. It is due to this significant shift that El Monte Union must ensure that access to our curriculum and resources will never become a barrier for your student's education. Therefore, we have made "Access for All" an essential district goal, which has led us to an amazing announcement that we'll be providing students with their own dedicated laptop for both school and home use.

To complement this 1:1 student to laptop initiative, we're equally excited to introduce a terrific new partnership between El Monte Union and [Project 10 Million \(P10M\)](#), to provide FREE mobile internet access to any student who requires it. These are just some of the many celebrations going on here at El Monte Union and we're so glad that you're here to receive your all-access pass to it all!

Within this resource website, you'll find everything you need to know about the program including how to become eligible to receive your 1:1 devices, how to request the optional wireless internet hotspot through the P10M program, view orientation & program tutorial videos, answer frequently asked questions, and much more. Please utilize the navigation links provided on the left to learn all about the Access for All initiative.

#### L. PREP

The PREP Program is an after-school program that provides academic assistance, enrichment opportunities, and physical fitness to high school students during non-school hours. In addition, PREP provides educational workshops for parents throughout the year. This is a free program with a healthy snack included available to all Rosemead students. Learn more about PREP by visiting the PREP office at Rosemead or visit [learnla.org](http://learnla.org).

### ACADEMIC INFORMATION AND EXPECTATIONS

#### ACADEMIC HONESTY & INTEGRITY - BP/AR 5131.9:

Rosemead High School believes that academic honesty and personal integrity are fundamental components of a student's education and character development. It is our collective expectation that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students found to have committed an act of academic dishonesty shall be addressed via the school site's progressive intervention and discipline plan which can include the loss of credit on the assignment, completion of an alternative assignment, parent conference, and issuance of a behavioral agreement. Continued offenses during a student's enrollment will result in escalating progressive discipline which can include suspension and withdrawal from a course.

Incidents related to academic dishonesty are documented in the student information system and may also result in the denial of a letter of recommendation by staff.

### **ROSEMEAD HIGH SCHOOL ACADEMIC INTEGRITY POLICY**

The purpose of the Rosemead High School Academic Integrity Policy is to encourage students to develop positive standards of behavior that will equip them to succeed in life beyond high school. By developing honest, responsible students, this policy hopes to foster skills that will help students avoid the consequences associated with cheating and plagiarism in life.

**Academic Integrity.** Academic Integrity is defined as behavior that is consistent with moral and ethical academic standards. Such behavior as completing work independently and on time, proper documentation of research in reports, paying attention in class, working cooperatively within a group, refraining from copying other people's ideas and work, or discouraging others to engage in this type of behavior are all examples of academic integrity.

**Academic Dishonesty.** Academic Dishonesty is defined as behavior that is not consistent with moral and ethical academic standards. Such behavior as plagiarism, cheating or copying the work of another using technology for illicit or illegal purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination are all examples of academic dishonesty.

#### **Specific Forms of Academic Dishonesty include:**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz.
- Using any kind of "cheat notes" during an exam, test, or quiz.
- Having access to or using stolen exams, tests, or quizzes.
- Providing or selling exam, test, or quiz information to other students.
- Using an electronic device to give or receive or copy information before, during, or after an exam, test or quiz.
- Collaborating on an exam, test, quiz, or assignment with any other person without prior approval from the teacher.
- Claiming credit for work in a group project when work was done by others.
- Fabricating or altering laboratory data.
- Accessing and/or using copyrighted test bank questions or any materials designed for teacher use only.
- Attempting to misrepresent the authorship of student work. (i.e., having someone else write a paper.
- Copying or closely paraphrasing sentences, phrases, or passages from uncited source while writing a paper or doing research.
- Using views, opinions, or insights of others without proper acknowledgement.

**Plagiarism.** Plagiarism is to commit LITERARY THEFT; to steal and pass off as your own ideas or words, the words and/or ideas of another, without giving the original author credit. When you use someone else's words or ideas, you must give them credit by citing the source within your writing. Even if you revise or paraphrase the words or ideas of someone else, you must still give the original person credit through a citation. Failure to properly cite sources is considered plagiarism and will not be tolerated at Rosemead High School.

#### **Teacher's Judgment**

A teacher's professional judgment guides the RHS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a responsible manner and not give the teacher cause to consider their actions as a violation of the RHS Academic Integrity Policy.

#### **Student Appeal Process**

Students wishing to contest decisions resulting from the administration of the RHS Academic



Integrity Policy may submit their appeals in writing to the principal. The principal will then create an appeal panel to include **one teacher, one student, one counselor, and one staff member**. This panel will review the appeal to determine its merits and validity. Once this review is complete, the panel will vote on the outcome of the appeal. A majority vote will determine whether consequences will be taken or if the appeal is upheld.

#### CONSEQUENCES FOR VIOLATING THE ACADEMIC INTEGRITY POLICY

When a teacher determines that a student has committed an act of academic dishonesty, the teacher shall submit an academic integrity policy referral to the student's academic counselor, which will be documented and placed in the students' cumulative file. The counselor will report the violation to the student's parents either by phone or email. Depending on the severity of the offense and the number of previous offenses, detention, suspension, or expulsion may be warranted. Dishonesty may also be documented and included on student's cumulative folder.

There are two distinct categories of offenses outlined in the RHS Academic Integrity Policy: copying someone else's homework or classwork which is considered a minor offense compared with cheating on an exam, test, or quiz and plagiarizing a paper, essay, lab report, etc. which is considered a major offense.

Offense	Copying Homework/Classwork	Cheating/Plagiarism
	Consequence	Consequence
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>1-hr Detention</li> <li>Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>Saturday Detention</li> <li>Parent/Teacher Conference</li> </ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>1-hr Detention</li> <li>Parent Teacher Conference</li> </ul>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Loss of one Letter Grade @ Grading Period</li> <li>Notification to Counselor</li> <li>Suspension</li> <li>Parent/Teacher Conf. w/ APSS</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>Saturday Detention</li> <li>Parent Teacher Conf. with APSS</li> </ul>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Automatic "F" in Course</li> <li>Notification to Counselor</li> <li>Possible Expulsion Hearing</li> </ul>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>Suspension</li> <li>Parent Teacher Conf. with Principal</li> </ul>	
5 <sup>th</sup>	<ul style="list-style-type: none"> <li>Zero on Assignment</li> <li>Unsatisfactory Citizenship Grade</li> <li>Notification to Counselor</li> <li>Possible Expulsion Hearing</li> </ul>	

Assignment constitutes classwork, homework, project, classroom task/activity, any forms of assessment, or any academic related task.

#### HOMEWORK

Homework is assigned to give students extra practice in their studies. Our teachers plan well designated homework assignments that relate directly to class work and extend student's learning beyond the classroom. Parents are encouraged to help each child set a time and place for completion of homework assignments.

#### STUDENT PLANNER/AGENDA

Student planners are required for RHS students. They are used for organizing homework, planning for projects, and to help students keep track of special events and deadlines. **Agendas include student out-of-class passes.** Parents are encouraged to monitor these pages and have conversations with their children about time spent out of the classroom.

#### SCHOOL LOOP / PROGRESS REPORTS

Parents are required to monitor their child's progress throughout the school year via our School Loop portal. School Loop is an online Internet program that allows students and their parents to see all of the student's daily homework, attendance and class assignments, and current grades in each class. School Loop also allows

students and parents to directly email all teachers, counselors and administrators. Students and parents can register for a School Loop account by going to: <http://rosemeadhs.schoolloop.com>; and clicking on the Register Now button. A student ID number is required to register.

Report cards are issued following the completing of each grading period. Parents are encouraged to review their child and contact the student's teacher via School loop if any question arise regarding grades. A parent may request a conference with their child's teacher at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Parents are encouraged to please make every effort to meet with the teachers if you receive such request.

There will be two grading periods prior to semester grades closing twice each school year.

Grading Period/Semester Calendar 2020-2021		
Semester 1	Begins	Ends
Grading Period 1	August 18, 2020	September 25, 2020
Grading Period 2	September 28, 2020	November 6, 2020
Grading Period 3 (1 <sup>st</sup> Semester Ends)	November 09, 2020	December 17, 2020
Semester 2	Begins	Ends
Grading Period 1	January 4, 2021	February 19, 2021
Grading Period 2	February 22, 2021	April 16, 2021
Grading Period 3 (2 <sup>nd</sup> Semester Ends)	April 19, 2021	June 3, 2021

#### CELL PHONE and ANOTHER ELECTRONIC DEVICE POLICY

Inappropriate use of cell phones and other unauthorized electronic devices or gadgets during school hours continues to harm instruction and student engagement. Please review the cell phone and different unapproved electronic devices usage policy below with your child:

- All students must have their cell phones, and other unapproved electronic devices kept off during class/instruction time.
- Security, safety, and support of the device remain the student's responsibility.
- Rosemead High School (RHS) will not be held liable for the theft, loss of data, or damage to a device.
- RHS will not become involved in the recovery of these items should they be stolen or lost on school grounds or school-sponsored events.

#### Consequences for misuse of any PERSONAL device including cell phones:

Offense	Consequence
1 <sup>st</sup>	Warning and parent notified by the teacher.
2 <sup>nd</sup>	Item sent to Guidance office to be released to parent/guardian only, with proper ID on Fridays between 2:45-3:00pm.
3 <sup>rd</sup>	Item sent to Guidance office to be released to parent/guardian only, with proper ID at the end of current grading period.
4 <sup>th</sup>	Item sent to Guidance office to be released to parent/guardian with proper ID at the end of the current semester.

#### Electronic Listening or Recording Device – EC 51512:

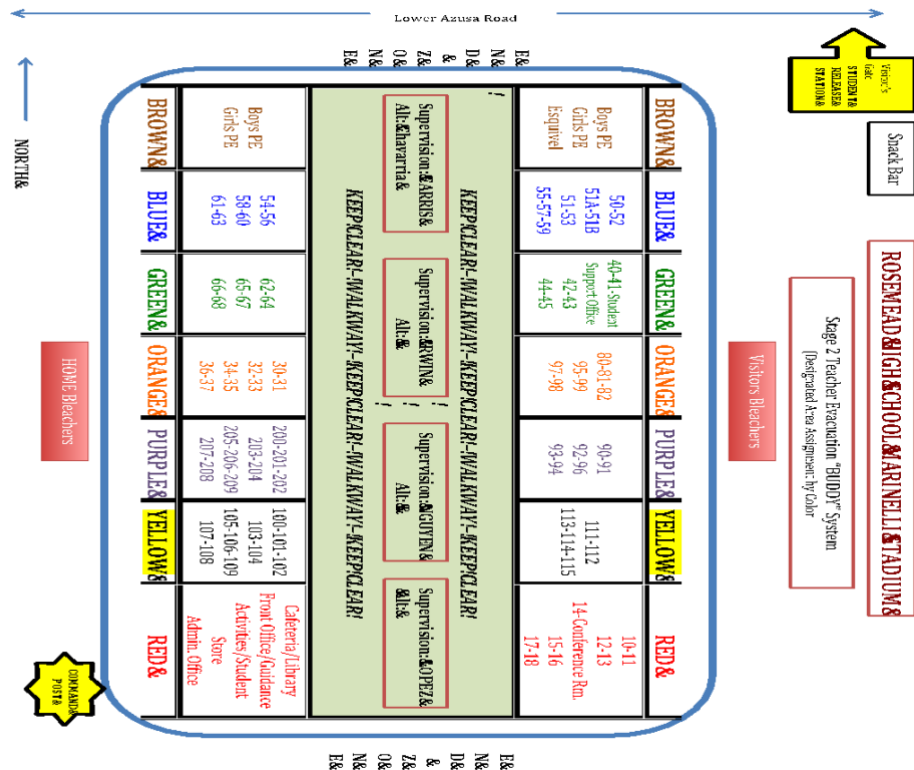
The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

#### Electronic Signaling Devices – EC 48901.5:

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage

## RHS School Map and Evacuation Route (Earthquake)



**RHS Late Start PD, SLT Meeting, Safety Committee Meeting,  
Student of the Month Schedule (2020-2021)**

Late Start (Monday) PD Schedule		School Leadership Team (SLT) Meeting
Date	Type	Date
August 24, 2020 <sub>1</sub>	Department Meeting <sub>1</sub>	September 8, 2020 <sub>1</sub>
September 14, 2020 <sub>2</sub>	Schoolwide <sub>1</sub>	September 22, 2020 <sub>2</sub>
September 28, 2020 <sub>3</sub>	Schoolwide <sub>2</sub>	September 29, 2020 <sub>3</sub> WASC
October 12, 2020 <sub>4</sub>	Department Meeting <sub>2</sub>	October 20, 2020 <sub>4</sub>
October 26, 2020 <sub>5</sub> *	District-wide / Course-alike <sub>1</sub>	November 3, 2020 <sub>5</sub>
November 9, 2020 <sub>6</sub>	Department Meeting <sub>3</sub>	November 17, 2020 <sub>6</sub>
November 30, 2020 <sub>7</sub>	Schoolwide <sub>3</sub>	December 1, 2020 <sub>7</sub>
December 7, 2020 <sub>8</sub> *	District-wide / Course-alike <sub>2</sub>	December 15, 2020 <sub>8</sub>
January 11, 2021 <sub>9</sub>	Department Meeting <sub>4</sub>	January 5, 2021 <sub>9</sub>
January 25, 2021 <sub>10</sub>	Schoolwide <sub>4</sub>	January 19, 2021 <sub>10</sub>
February 1, 2021 <sub>11</sub>	Department Meeting <sub>5</sub>	February 2, 2021 <sub>11</sub>
February 22, 2021 <sub>12</sub> *	District-wide / Course-alike <sub>3</sub>	February 16, 2021 <sub>12</sub>
March 8, 2021 <sub>13</sub>	Schoolwide <sub>5</sub>	March 2, 2021 <sub>13</sub>
March 22, 2021 <sub>14</sub>	Department Meeting <sub>6</sub>	March 16, 2021 <sub>14</sub>
April 12, 2021 <sub>15</sub> *	District-wide / Course-alike <sub>4</sub>	April 6, 2021 <sub>15</sub> (Spring Break)
April 26, 2021 <sub>16</sub>	Schoolwide <sub>6</sub>	April 20, 2021 <sub>16</sub>
May 10, 2021 <sub>17</sub>	Department Meeting <sub>7</sub>	May 4, 2021 <sub>17</sub>
		May 18, 2021 <sub>18</sub>
		June 1, 2021 <sub>19</sub>

Late Start (Monday) PD Location @ RHS Cafeteria; School Leadership Team Meeting Location @ the Conference Room;

Student of the Month (SotM)	Safety Committee Meeting
August - NO SotM	August 21, 2020
September 24, 2020 <sub>1</sub>	September 18, 2020
October 22, 2020 <sub>2</sub>	October 16, 2020
November - NO SotM	November 13, 2020
December 3, 2020 <sub>3</sub>	December 11, 2020
January 28, 2021 <sub>4</sub>	January 15, 2021
February 25, 2021 <sub>5</sub>	February 12, 2021
March 25, 2021 <sub>6</sub>	March 12, 2021
April 29, 2021 <sub>7</sub>	April 16, 2021
May 27, 2021 <sub>8</sub>	May 14, 2021

Student of the Month Location @ the Parent Center; Safety Committee Meeting Location @ the Conference Room

Note: Meeting schedules may subject to change.

## RHS Bell Schedule (2020-2021)

Regular Bell Schedule			Late Start/Staff Development		
Period	Time	Instructional Minutes	Period	Time	Instructional Minutes
Period 0	6:50-7:45	(55)*	Period 0	6:50-7:45	(55)*
Passing	7:45-7:50	(5)*	Passing	7:45-7:50	(5)*
Period 1	7:50-8:46	56	Late Start PD	7:50-9:10	(80)*
Passing	8:46-8:52	6	Passing	9:10-9:15	(5)*
Period 2	8:52-9:48	56	Period 1	9:15-10:00	45
NUTRITION	9:48-10:00	(12)*	Passing	10:00-10:06	6
Passing	10:00-10:06	6	Period 2	10:06-10:51	45
Announcement	10:06-10:11	5	Passing	10:51-10:57	6
Period 3	10:11-11:07	56	Period 3	10:57-11:41	44
Passing	11:07-11:13	6	Passing	11:41-11:47	6
Period 4	11:13-12:09	56	Period 4	11:47-12:31	44
LUNCH	12:09-12:46	(37)*	LUNCH	12:31-1:08	(37)*
Passing	12:46-12:52	6	Passing	1:08-1:14	6
Period 5	12:52-1:48	56	Period 5	1:14-1:59	45
Passing	1:48-1:54	6	Passing	1:59-2:05	6
Period 6	1:54-2:50	56	Period 6	2:05-2:50	45

Final Exam Schedule (Day 1)			Final Exam (Day 2) – Minimum Day		
Period	Time	Instructional Minutes	Period	Time	Instructional Minutes
Period 0 (Finals)	6:50-7:45	(55)*	Period 0 [Students do NOT need to report to Period 0]		
Passing	7:45-7:50	(5)*	Passing	7:45-7:50	(5)*
Period 1 (Finals)	7:50-9:49	119	Period 2 (Finals)	7:50-9:49	119
NUTRITION	9:49-10:01	(12)*	Passing	9:49-9:55	6
Passing	10:01-10:07	6	Announcements	9:55-10:01	6
Period 2	10:07-10:33	26	Period 3 (Finals)	10:01-12:00	119
Passing	10:33-10:39	6			
Period 3	10:39-11:04	25			
Passing	11:04-11:10	6			
Period 4	11:10-11:36	26			
LUNCH	11:36-12:13	(37)*			
Passing	12:13-12:19	6			
Period 5	12:19-12:45	26			
Passing	12:45-12:51	6			
Period 6 (Finals)	12:51-2:50	119			

Final Exam (Day 3) – Minimum Day		
Period	Time	Instructional Minutes
Period 0 [Students do NOT need to report to Period 0]		
Passing	7:45-7:50	(5)*
Period 4 (Finals)	7:50-9:49	119
Passing	9:49-9:55	6
Announcements	9:55-10:01	6
Period 5 (Finals)	10:01-12:00	119

Due to ongoing concerns regarding the COVID-19 pandemic, the District, under the guidance of the California Department of Education, Center for Disease Control and Prevention, Los Angeles County Office of Education and the Los Angeles County Department of Public Health, may implement a Distance Learning schedule which will be published on District websites.



## RHS Bell Schedule (2020-2021)

<b>Assemblies: Renaissance Fall; Winter Assemblies (VAPA &amp; Sports); Spring Sports, Pantherama</b>		
Period	Time	Instructional Minutes
<b>Period 0</b>	<b>6:50-7:45</b>	<b>(55)*</b>
Passing	7:45-7:50	(5)*
<b>Period 1</b>	<b>7:50-8:43</b>	<b>53</b>
Passing	8:43-8:49	6
<b>Period 2</b>	<b>8:49-9:42</b>	<b>53</b>
Passing	9:42-9:48	6
<b>1<sup>st</sup> Assembly</b>	<b>9:48-10:28</b>	<b>40</b>
Passing	10:28-10:34	6
<b>2<sup>nd</sup> Assembly</b>	<b>10:34-11:14</b>	<b>40</b>
Passing	11:14-11:20	6
<b>Period 4</b>	<b>11:20-12:13</b>	<b>53</b>
LUNCH	12:13-12:50	(37)*
Passing	12:50-12:56	6
<b>Period 5</b>	<b>12:56-1:50</b>	<b>54</b>
Passing	1:50-1:56	6
<b>Period 6</b>	<b>1:56-2:50</b>	<b>54</b>

<b>Assemblies: Big "R" Assemblies (Fall Sports); Renaissance Spring [Awards] Assembly</b>		
Period	Time	Instructional Minutes
<b>Period 0</b>	<b>6:50-7:45</b>	<b>(55)*</b>
Passing	7:45-7:50	(5)*
<b>Period 1</b>	<b>7:50-8:35</b>	<b>45</b>
Passing	8:35-8:41	6
<b>Period 2</b>	<b>8:41-9:27</b>	<b>46</b>
Passing	9:27-9:33	6
<b>1<sup>st</sup> Assembly</b>	<b>9:33-10:33</b>	<b>60</b>
Passing	10:33-10:39	6
<b>2<sup>nd</sup> Assembly</b>	<b>10:39-11:39</b>	<b>60</b>
Passing	11:39-11:45	6
<b>Period 4</b>	<b>11:45-12:31</b>	<b>46</b>
LUNCH	12:31-1:08	(37)*
Passing	1:08-1:14	6
<b>Period 5</b>	<b>1:14-1:59</b>	<b>45</b>
Passing	1:59-2:05	6
<b>Period 6</b>	<b>2:05-2:50</b>	<b>45</b>

<b>Extended Lunch</b>		
Period	Time	Instructional Minutes
<b>Period 0</b>	<b>6:50-7:45</b>	<b>(55)*</b>
Passing	7:45-7:50	(5)*
<b>Period 1</b>	<b>7:50-8:47</b>	<b>57</b>
Passing	8:47-8:53	6
<b>Period 2</b>	<b>8:53-9:50</b>	<b>57</b>
Passing	9:50-9:56	6
Announcement	9:56-10:01	5
<b>Period 3</b>	<b>10:01-10:58</b>	<b>57</b>
Passing	10:58-11:04	6
<b>Period 4</b>	<b>11:04-12:01</b>	<b>57</b>
<b>Extended LUNCH</b>	<b>12:01-12:46</b>	<b>(45)*</b>
Passing	12:46-12:52	6
<b>Period 5</b>	<b>12:52-1:48</b>	<b>56</b>
Passing	1:48-1:54	6
<b>Period 6</b>	<b>1:54-2:50</b>	<b>56</b>



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and the Los Angeles County Department of Public Health, may implement a Distance Learning schedule which will be published on District websites.